

Developmental Disabilities Council
Meeting minutes
Wednesday, November 8, 2017
DDC Office, 410 Federal Street, Dover, DE
AND
Department of Health and Social Services, Herman Holloway Campus, Chapel Room
1901 N. DuPont Highway, New Castle, DE
6:00 p.m. – 8:30 p.m.

Members Present: Steve Yeatman (Chairperson), Carol Barnett, Teesie Bonk, Alvin Emory, Jr., Derrick George, Laura Greene, Terri Hancharick, Michael Harris, Katie Howe, Nancy Lemus, Katie Macklin, Debra McCann, Karen McGloughlin, Daniese McMullin-Powell (via phone until Executive Session – non-voting), Dale Matusevich, Carrie Melchisky, Joseph Merritt, Jr., Sue Ellen Powell, Shawn Rohe, Laura Waterland

Members Absent: Maitri Campbell, Karen Gallagher, Lillian Gibbons, Rick Kosmalski, HarrietAnn Litwin, Beth Mineo

Staff: Kristin Harvey, Stefanie Lancaster, Emmanuel Jenkins

Guests: Victoria Counihan (Deputy Attorney General), Secretary Robert Coupe (Department of Safety and Homeland Security), Lisa Morris (Deputy Attorney General), Lisa Ellias, Libby Cusack, Terry Pepper (Department of Safety and Homeland Security)

I. Call to Order - Steve Yeatman called the meeting to order at 6:10 p.m.

II. Approval of Minutes – Stefanie Lancaster stated that Daniese McMullin-Powell had some edits that she recommended be made to the September Council meeting minutes. Those edits are as follows: The 5th bullet point under the staff report stated that HR620 would cause a hardship for people with disabilities to allow more access to those with disabilities under Title III. It should be Title II. The 6th bullet point under the staff report mentioned Centers for Independent Living. The correct agency that should be listed is the Statewide Independent Living Councils. Steve Yeatman asked for a motion to approve the minutes with the edits above. Laura Greene made a motion to approve. Terri Hancharick seconded the motion. The minutes were approved with the edits mentioned above. For the approval of the October 13th Council meeting minutes, Terri Hancharick made a motion to approve. Shawn Rohe seconded the motion. Minutes were approved as submitted.

III. Approval of Agenda – Steve stated that the guest speakers for this evening requested to be moved up to an earlier time on the agenda. Steve asked for approval to move the guest speakers up on the agenda so that they would be presenting right before the 5 Minute Public Comment Period. Terri Hancharick made a motion to approve this request. Katie Howe seconded. The agenda was approved with the noted edits.

IV. 5 Minute Public Comment Period – Lisa Elias stated that under the Developmental Disabilities Council’s (DDC) September Council meeting there is an agenda for the Governor’s Advisory Council through Developmental Disabilities Services posted. DDC staff agreed to check this and edit as needed to post the correct information.

V. Chair’s Report – Steve Yeatman reported the need for quorum at committee meetings as well as Council meetings. Steve thanked all members who attended this evening. The Council does realize that transportation is an issue for some members. There is a significant issue with some of the committee meetings having enough members present to constitute a quorum of members. Children and Families were unable to meet for the last two months due to lack of quorum. As a member of the Council, Steve reminded the members that they are required to participate on at least one committee that fits an area they are passionate about. If any member is currently not on a committee, please let the DDC staff know which committee you plan to attend. Steve also mentioned two emails that Kristin had forwarded via email regarding the “Accommodations, Work and Disability” webinar offered by the Administration on Community Living (ACL) as well as the “Think Work Project” offered through the Self Advocacy Resource and Technical Assistance Center (SARTAC). Please take a moment to review these and participate if you so choose.

VI. Staff Report

- 1. 2018 DDC Meeting Date Calendar** – Stefanie Lancaster reviewed the 2018 Meeting Date Calendar document that was provided to all members present. All members were asked to mark these dates on their calendars now so that at each meeting quorum will be able to be met. These dates will be posted on the Statewide Public Meeting Calendar. Please look there for any changes to the meeting location.
- 2. Disability History Project Update** – Stefanie reported that Sue from O.K. Video has notified the DDC staff that we should be receiving the final DVDs and electronic files within the next month to finalize the Disability History Video project. This is fantastic news. Thank you to Emmanuel and Stefanie for all your hard work in assisting with the process to get this task completed. Stefanie stated that Wendy at the Governor’s Advisory Council for Exceptional Citizens (GACEC) is working on the Disability History Play that will be held in October 2018. There will be a casting call for any individuals with or without disabilities that would like to take part in this play or assist with lighting, sound, etc. These casting calls will be held sometime in December and January. Once the flyer has been shared with the DDC, it will be shared with the Council and placed on the DDC Website and social media pages.
- 3. Social Media Update** – Emmanuel Jenkins reported that in September, the DDC had 854 Facebook likes. In November, the DDC has 872 likes. The goal still remains for the DDC Facebook page to reach 1,000 likes by the end of December. Please continue to share our page and ask friends and colleagues to like the DDC page. The DDC Twitter account had 253 followers in September. Currently, there are 261 followers. The DDC also has an

Instagram account which can be found by searching DDCDelaware. The active hashtag for DDC is #LIFEconference2018.

4. **LIFE Conference – Update** – Emmanuel stated that if any member of the Council is interested in attending the LIFE Conference that will be held on January 24, 2018 at Dover Downs, please let the DDC staff know so that we can get you registered as DDC will pay for each member to attend. There will a Post for Prizes contest again this year. Any individual that posts on any of our social media outlets will be entered to win a prize at the end of the conference. All winners must be present to win.
5. **Public Policy Manager** – Kristin Harvey stated that the DDC staff is looking to find potential research topics and suggestions for discussion that the Public Policy Manager, Robin Coventry, could assist the Council with. Her job is to listen to the suggestions from the Council and draft materials on behalf of the Council. If you have any ideas that you would like the Public Policy Manager to assist with, please let the DDC staff know. Karen Gallagher has already passed an idea on to the Policy & Law Committee.
6. **State Plan update on acceptance from AIDD** – Kristin stated that the Administration on Intellectual & Developmental Disabilities (AIDD), our Federal granting agency, changed online reporting systems. The new system, called ACL Reporting, had some glitches when it first went live. AIDD also requested some minor clarification in the original report. After being submitted in August, the 2017-2021 State Plan received final approval in October 2017.
7. **Changes to the PPR template and due dates** – Kristin stated that as a result of AIDD transitioning to the new ACL Reporting System, the new PPR template must now go through the Federal Office of Management and Budget (OMB) Clearinghouse process. Since this will take some time, AIDD has announced that Councils' PPRs will not be due on December 31st, as they have been historically. The same deadline changes impacts submission times for updated State Plan Work Plans and Logic Models as well. Kristin stated that AIDD has not yet informed Council staff of the new due dates.
8. **Revision of Bylaws** – Victoria stated that some areas of the current DDC Bylaws are not in compliance with State law. Victoria has some suggested revisions to the bylaws to make them in compliance with State law. It was recommended that a smaller committee work with her to draft the revised bylaws and bring recommendations back to full Council. Laura Greene recommended that the Executive Committee do the first draft with Victoria and then take back to each respective committee for their input. Once the committees provide input, a copy of it will be shared with the full Council. Terri Hancharick recommended that Laura Waterland be invited to the Executive Committee meeting to provide legal input as well. Michael Harris shared his concerns regarding the inclusion of all members input. Steve Yeatman asked for a second to the motion to allow the Executive Committee to begin the process. Katie Howe seconded the motion. 12 members approved at the New Castle County site, none of the members approved in Dover. 4 abstentions. Motion was approved.

VII. Financial Report

- 1. Financial Advisory Committee Report** - Stefanie Lancaster reported that the Council received notification of the 2018 Grant Fund Allotment from our federal granting agency. The amount that has been obligated to the project lines is \$169,073 – of which there is currently \$136,073 remaining. There still remaining \$40,500 in 2017 grant funds that needs to be obligated to a project by September of 2018. All committees should continue to meet and review the 5 year State Plan and the objectives that need to be met to ensure that these funds are not reverted back to the federal government if they are not spent.

VIII. Current Business

1. Legislative Update – The Legislative Planning Committee has finalized the 2018-2019 Legislative Agenda for the upcoming legislative session. This document will be emailed to Council members next week. Please share this agenda with organizations that each member might be associated with. The document will be shared at the LIFE Conference in January as well as posted on the DDC Website. Thank you to all those who helped provide input to this document.

2. Self-Advocacy Organization Update – Asperger’s Alliance –

Asperger’s Alliance reported that they have completed 20 assessments thus far with their teenagers and young adults to acquire a baseline of their knowledge of independent living skills, social development and executive functioning skills. The goal is to have a collection of 40 evaluations done by December to have a baseline, which Asperger’s Alliance will reevaluate in June after they begin their new life skills and social development curriculum in January.

Asperger’s Alliance also stated that they have resumed their “Asperger’s and Anxiety” and “Art in Me” sessions and are currently in discussions with Exceptional Care for Children to partner with their organization to allow Asperger’s Alliance participants to share their art skills and develop employment readiness and social skills in another environment.

Asperger’s Alliance said they are in the process of developing their housing model and have identified their target stakeholders and corporate sponsors for their 5K, which they have designated proceeds to help fund. Asperger’s Alliance’s goal is to develop the first housing program in the State of Delaware specifically designed to meet the needs of individuals with Asperger’s and Autism Spectrum Disorders who have the ability to live independently by creating a cohousing model that would support both their social and activity of daily living support needs.

Finally, Asperger’s Alliance shared that they have taken out advertising in the New Castle Women’s Journal and in addition to an increase in referral numbers. They have already seen several networking opportunities as a result of this.

IX. Committee Reports

- Membership** – Karen Gallagher requested that Stefanie Lancaster read her Membership report as she was unable to make tonight’s meeting. Karen’s report stated that she would like to re-

iterate the importance of attendance at Committee and Council meetings. It is crucial that we have the necessary quorum at each meeting to be able to conduct business. It is wasting gas, time and effort for those that do travel the distance to attend the meetings when no one shows up or notifies the DDC staff that they will be unable to attend. Karen asks that members please be sure moving forward that they contact the DDC staff to RSVP for any upcoming committee or Council meetings that you are expected to attend. After today's meeting, if attendance is still lacking any member can expect a letter requesting their commitment in continuing to be a member of the Council. Karen also welcomed Teesie Bonk as the most recently appointed member of the DD Council.

- **Children & Families** – Committee Chair, Laura Greene, shared that the Committee received a proposal in response to RFP 1705. Laura stated that the committee was unable to meet at their last meeting due to lack of quorum. This discussion regarding the need for approval of the proposal received in response to RFP 1705 will need to be discussed at January's Council meeting.
- **Policy & Law** – Committee Chair, Rick Kosmalski, was unable to make the Council meeting this evening. Kristin Harvey reported that a Doodle Poll has been sent out to the members to try to schedule the next Policy and Law Committee meeting. This group has not met since May. The DDC staff will be present to provide support and take minutes for this meeting. Once the date is finalized, it will be posted on the Statewide Calendar.
- **Adult Issues** –
 1. **Proposal received in response to RFP 1704 concerning Down syndrome & Alzheimer's** – The Council received two responses regarding RFP 1704 that would provide marketing and creative services with respect to the public awareness campaign focusing on the correlation between Down syndrome and the development of early onset of Alzheimer's disease. Deb McCann recused herself as she knows the business owner of the proposal being considered. The Marketing Department is owned by Blair Haines. This is the organization that submitted the proposal that was chosen by the Committee. Terri stated that approval of the proposal comes from committee as a recommendation for approval in the amount of \$25,000. Katie Howe seconded the motion. 12 members voted yes in New Castle County site and 5 voted yes in the Dover site with one recused. This proposal was approved.
 2. **Healthy Sexuality project** – Cory Nourie will be sharing flyers by the end of the month for upcoming session that A.I. DuPont will be having regarding the DDC's Healthy Sexuality Project. Cory will also be presenting information at the upcoming Transition Conference to gauge interest in this topic.

- **Partners Oversight**

1. Partners in Policymaking 2018 Application – Kristin stated that the DDC is now accepting applications for the adult Partners in Policymaking program. December 15, 2017 is the deadline to submit applications. Please send all applications to Kristin’s attention at the DDC office. Alvin Emory asked if on the application the individual is allowed to request accommodations. Kristin said that yes, the applicant can do so.

2. Train the Trainer event update – Kristin stated that the Train the Trainer event went very well. Karen Bell, the current contractor, is not planning to return next year to coordinate the program. Karen is seeking someone to “shadow” her during the 2018 program to “learn the ropes”. Kristin said anyone interested should reach out to her for Karen’s contact information.

- **Consumer Caucus** – Joey Merritt stated that the next Consumer Caucus meeting will be held on November 18th at 9:30 a.m. at the ChesDel Restaurant. DDC staff will be present to help staff this meeting.

X. New Business

1. University of Delaware – Presentation from Steve Martin and Elizabeth Dubravcic -

Elizabeth Dubravcic and Steven Martin presented information to the DDC regarding the increased inclusion of youth with disabilities in the Youth Tobacco Survey. The issue of inclusion of youth with disabilities in this survey has been an issue nationally. Delaware high school students’ nicotine use by self-report of a physical or cognitive disability is significant. Statistics were included in their handouts provided to all members present. A project team was developed by the University of Delaware in conjunction with Liz Dubravcic from the Division of Public Health under the Department of Health and Social Services to carry out the following objectives: Define project objectives & research questions; Develop funding and human subjects proposals; complete CIT and CRT trainings to be able to receive a security clearance to work with children in schools; Collect data and analyze that data; and report and disseminate the findings. The University is looking at offering electronic surveys to help provide accommodations to those individuals who may not be able to complete the survey otherwise. The University will look to try new things to help expand this more in the completion of the 2018 survey. Karen McGloughlin asked how many students were currently being included in the survey. Liz stated only 3,000 to 4,000 students were included. The goal is to increase that number significantly. For more information, please reach out to Liz at Elizabeth.dubravcic@state.de.us or Steve at martin@udel.edu.

2. Outside the Box Conference – Angela Mitchell – Angela Mitchell was not able to attend this meeting due to her being asked to introduce Representative Lisa Blunt Rochester at a conference in Washington, DC. Therefore, Angela has asked that DDC staff, Stefanie Lancaster, read a small report she submitted regarding what she felt was beneficial to her after attending this conference. A copy of her report was provided to all members present. To summarize the report, Angela stated that the Outside the Box Conference was able to provide families and educational staff a unique opportunity to

learn together. The professionals were able to provide perspectives and challenges that they face with rich discussion that resulted from that. Families were able to give realistic perspectives of their lives and help professionals understand the needs of all. The theme of this year's conference was Communication, Accessibility and Partnerships. Some of the diverse topics that were covered throughout the conference were: 1) Supporting students with Autism Spectrum Disorder in General Education Classrooms, 2) Thinking Outside the Box with Behavior Change and Support- Reaching out and Teaching the Reluctant Learner, 3) Assessment Driven Communication Intervention, 4) Assistive Technology, 5) IEPs and Special Education, 6) It Takes a Village: Supporting a Child at Home, in the Community and in School, and 7) Cortical Visual Impairments. Angela said that the Outside the Box Conference truly created an experience for the 'village'. Angela expressed her thanks for the unique experience and opportunity to attend this conference.

3. Future Speakers – Stefanie Lancaster stated that Katie Howe will be speaking at the January meeting regarding the National Core Indicators. Stacy Watkins from the Delaware Developmental Disabilities Services organization will be speaking in March regarding the new Lifespan Services Waiver.

4. Presentation by Victoria Counihan, Esq. – Presentation on FOIA Obligations of State Boards and Councils – Due to time constraints, this topic will be moved to January Council meeting for discussion.

5. Secretary Robert Coupe – Memorandum of Understanding (MOU) between DDC and DSHS – Secretary Coupe stated that the Director of the DDC, Pat Maichle, had given him a proposed MOU when he began working with the Department of Safety and Homeland Security (DSHS). This document was also given to the previous Secretaries of DSHS and was never agreed upon or signed. Secretary Coupe said that he feels the DDC should enter into an MOU with DSHS as our Designated State Agency (DSA). Upon reviewing the MOU, Secretary Coupe noted that a lot of the boilerplate language that was used came from the Developmental Disabilities Act (DD Act). The Secretary has written some of comments down that he would like to offer to the Council as a starting point for discussion. He feels the decision on what is included in this MOU is a decision that should be made jointly between DSHS and DDC. The Secretary suggested the DDC start a dialogue amongst the Council members, fine tune a draft and forward it to the Secretary and the DAGs for their review. The goal of this document is to clearly identify the expectations and roles of the DDC and DSHS as our DSA. Victoria Counihan has also reviewed the document and has several comments as well. Katie Howe asked if the DDC Staff could reach out to other DD Councils to see what their MOUs look like. Karen McGloughlin made a motion to table this discussion until the Council has had an opportunity to review the draft here in Delaware as well as the samples from other states. Laura Greene seconded the motion. This motion was passed. This topic will be discussed at the January meeting.

XI. Other Council Business – Executive Session *-** Steve Yeatman asked for a vote to go into Executive Session. Carrie Melchisky made a motion, seconded by Laura Greene. Without any further discussion, the Council approved to go into Executive Session. DDC Staff recused themselves from this discussion.

XII. Adjournment- The meeting was adjourned at 8:56 p.m.

*****Executive session to be held pursuant to 29 Del. C. 10004 (b)(6) and 10002 (l)(1), (3), & (6)**